

315-75
APPLICATION FOR RECORDS RETENTION SCHEDULE**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Merit System of Personnel Administration Program Evaluation & Payroll Audit Division Records Section 244 Washington Street, S.W. Atlanta, Georgia 30334	Application Number 73-42-A	
Application Number		Date Received OCT 8 1981	Date Completed NOV 10 1981
2. Person to Contact Fletcher Daley		Working Title Supervisor	Telephone Number 656-2730
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-42</u> Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1952 current		5. Records Series Title (followed by title used in office, if different) EMPLOYEE PERSONNEL FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Records Section is responsible for maintaining personnel records for all State and county employees in classified positions covered by the State Merit System.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining individual employee records. Included are: SEE ATTACHED SHEET File is arranged: Files dated 1952-June 30, 1977 - chronologically by fiscal year of separation, thereunder alphabetically by employee. Files dated July 1, 1977-current - chronologically by date document received. Index - numerically by employee's social security number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? <u>serves as back-up to Agency Personnel Folder</u>
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Agency Personnel Office</u>
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>50</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

SEE ATTACHED SHEET

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	10/2/81		10/2/81
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	10.1.19/81
		Secretary of State/Designee	10/19/81
		Attorney General/Designee	11-10-81

Application for Records Retention Schedule
Merit System of Personnel Administration
Employee Personnel Records (Cont.)

Item 7. Included are:

Files for Employees Who Became Inactive Prior to July 1, 1977, containing applications for examination; personnel actions showing all appointments, promotions, demotions, transfers, separations, reappointments, reinstatements, changes in salary, leaves of absence without pay for whatever reason, return from leave without pay; performance reports; memoranda and correspondence relative to action by the State Personnel Board affecting individual employees; certification of interdepartmental training; and letters of commendation or caution.

Files for Employees Who Were Active On or After July 1, 1977, containing Performance Appraisals and rebuttals; certificates of approved personnel actions; corrected personnel actions; and special requests such as special Merit increases, disqualifications, leave, and payroll audit discrepancies. Also included is a computer printout Index to the file.

Item 12. Disposition:

Files for Employees Who Were Active On or After July 1, 1977 - Current:

Paper Copy - Beginning September, 1981, microfilm current accumulation and begin microfilming daily, creating two microfilm copies (security and office reference copies), then; upon verification of microfilm, transfer paper copy to State Records Center for security destruction.

Security Microfilm Copy - Cut off file quarterly; then transfer to State Archives for permanent security retention.

Office Reference Microfilm Copy - Hold in current files area 50 years; then destroy.

Index - Hold in current files area until no longer needed for reference; then destroy. One copy of index will be transferred to State Archives with Security Microfilm for permanent retention.

Files for Employees Who Became Inactive Prior to July 1, 1977:

Files Beginning July 1, 1972 - June 30, 1977 - Upon termination of employment, transfer to inactive file; cut off inactive file at end of each fiscal year; hold in current files area 4 years; then transfer to State Records Center; hold 1 year; then destroy.

Files Beginning 1952 - June 30, 1972 - Cut off files June 30, 1972; hold in current files area 4 years; then transfer to State Records Center; hold 46 years; then destroy.

Files of Terminated Employees Not Recommended for Re-employment or terminated because of job-related disability - Cut off files at end of each fiscal year; hold in current files area 4 years; then transfer to State Records Center; hold 46 years; then destroy.

NOTE: In the event a charge of discrimination has been filed, or an action brought by the Equal Employment Opportunity Commission or the U.S. Attorney General, these records relevant to the charge or action must be retained until final disposition of the charge or action.



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

313-15
OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 7/14/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. MS 106		Date Received JAN 24 '73	Application No. 73412 Date Completed 1-29-73
3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Personnel Transactions Division 244 Washington Street, SW Atlanta, Georgia 30334		4. Person to Contact H. W. King	
		5. Working Title Asst. Division Dir.	6. Tel. No. 656-2730

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1943 to date

9. Exact Series Title

Inactive Employee Files

10. What is the function of the office in which this record series is created

These records accumulate as a result of administering a state-wide program of Personnel Administration and are created as a result (but not limited to): (1) Establishing and maintaining the official registers (2) Certification of applicants for appointment (3) Maintain applicants current availability status (4) Audit appointments for compliance with Merit System Rules and Regulations (5) Maintain current employees personnel file (6) Maintain inactive employees personnel file to determine rights and benefits on reappointment or reinstatement (7) Audit departmental payrolls.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

- (1) This file relates to administration of individual state employees by the State Merit System.
- (2) Each individual personnel folder may include, but is not limited to: applications for examinations, personnel actions showing all appointments, promotions demotions, transfers, separations, reappointments, reinstatements, changes in salary, leaves of absence without pay for whatever reason, return from leave without pay, performance reports, memorandums and correspondence relative to action by the State Personnel Board affecting individual employees, certification of completion of interdepartmental training, letters of commendation, or caution.
- (3) Filed in alphabetical order by fiscal year of separation.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	109	163.5		25	37.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				154			
Microfilm 1943 to 1964		2	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
State Records Center		106		20	15	5	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ []
Agency copy
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☒ [X] ☐ []
Not currently, was done in past to conserve space. File may consist partly of
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
Payroll audit file paper and partly of film.
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ []
Major departments personnel actions is an EDP print-out
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []
Not recommended and Physical Disability files may be required in event the action is appealed

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☒ [x] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Merti System Act (Act 12 approved 3/10/71 as amended) as contained in Merit System Rules and Regulations paragraph 3.803. Superseded by State Records Act of 1972.

25. AGENCY RECOMMENDATION. This agency recommends the following disposition:

Upon termination of employment, transfer to inactive file. Cut off inactive file each fiscal year; hold in current files area 4 years; transfer to records center; hold 1 year; then destroy. Except that files of terminated employees not recommended or conditionally recommended for re-employment or terminated because of job-related disability shall be filed in a separate file which will be cut off each fiscal year; held in the current files area 4 years; transferred to the Archives; held 46 years; then destroyed.

Files prior to F/Y 1973 will be cut off beginning F/Y 1973; held in current files area 4 years; transferred to Archives; held 46 years; then destroyed.

Earlier transfer is authorized.

ATTACHMENT

Attach Samples of the Series

Records Management Officer

12/7/72

Date

26. Recommendations in Paragraph		[] Approved [] Disapproved		Head of Agency/Designee	Date
25 are:	State	[] Approved [] Disapproved		William M. Ryan	1-26-73
	Records	[] Approved [] Disapproved		Carroll Hart	1-23-73
	Committee	[] Approved [] Disapproved		Robert Shell	1-26-73
		[] Approved [] Disapproved			